

Application Guide

Purpose of this guide

Thanks for your interest in a role at Hubbub!

Applying for jobs can be lengthy and interview processes can be daunting. We want to simplify the process as much as possible, so everyone has the chance to put their best foot forward.

We know people from marginalised communities face different challenges when applying for jobs, such as the need to “[whiten](#)” an application or navigate barriers linked to [family income and employment](#). To make Hubbub, and the environmental sector, more diverse we're trying to remove barriers wherever we spot them.

This guide covers:

- 1) Applying for a job at Hubbub
- 2) Interviewing at Hubbub

You don't need to read this entire guide to apply. Feel free to skim or skip to the sections that interest you. It's just here to help, if you need it.

If at any point in the application process you have a question or any accessibility requirements, you can contact hello@hubbub.org.uk. Asking for accessibility adjustments will not impact the outcome of your application in any way. If you have any feedback on your experience as an applicant or any suggestions on how we can make the process better, just drop us a line.

Applying for a job at Hubbub

To minimise [bias](#) in our application process, we use [Applied](#). Applied is an online platform, backed by behavioural science, that anonymises applications and uses skills-based questions to help us identify the best people for the job based on potential, rather than experience, education or background.

We ask roughly three questions, usually covering how you would approach certain scenarios, how you can display your skills and why the role is right for you. We also ask for you to upload your CV, which we only look at once we're down to a shortlist

of applicants to understand individual skills that might not have been highlighted through the questions.

Before you apply

- Make sure you've read the job description thoroughly. The application process is designed around the skills outlined in the job description, so make sure you're clear on what they are.
- Check Hubbub out! Understand what we do, why we exist and what our culture offers. This will make it easier for you to tell us why you want to work here.
 - [Our website](#)
 - [Our Instagram](#)
 - [Our TikTok](#)
 - [Our LinkedIn](#)

How we review application questions

- We usually have 2-4 members of the Hubbub team on the hiring panel.
- They are all briefed on the job description and the application questions, so everyone is clear on the skills we're looking for and what we want to see from each question.
- Everyone at Hubbub has done unconscious bias training, and they are reminded of this when joining a hiring team.
- Once all the applications are in, Applied anonymises and randomises the question responses.
- Each reviewer sees one answer at a time and rates the quality between 1-5, against a marking guide.
- Applied then collates reviewer's scores and gives each candidate an average score.
- If two members of the hiring team give vastly different scores, this is highlighted and discussed as a hiring team.
- Once we have a longlist of highest scorers, we then look at CV's to further understand skills that might compliment the job description.

Answering our application questions

- We always aim to give clear guidance on what we're looking for in each question. Always read each question clearly and make sure you've answered each point.

- Don't be put off if you don't have experience of dealing with a scenario we've outlined in our question. We want to understand how you think and your approach, rather than how you've dealt with things previously.
- If you're struggling to draw from a work example, you can always use experience from school, university, volunteering or your personal life.
- If you're stuck on how to answer a question, we recommend using [the STAR method](#).
- Try and keep your answers clear and simple. Feel free to use bullet points and avoid lengthy sentences. If you're not sure whether to include something, try re-reading each sentence and asking yourself what value it's adding.
- Make sure to proofread every question before submitting. Attention to detail is always important.
- If you run into any technical difficulties take a look at [Applied's FAQ's](#).

What about AI?

We're not against applicants using AI as a tool to answer questions, but if you borrow heavily from an AI response – we can always tell! We want to see your thinking and your personality come through. [The University of Bath](#) offers some useful guidance on AI in job applications.

Don't worry, if you don't use AI you won't be at a disadvantage. We love to see authenticity and original thinking come through, whether that be with or without tech.

Sharing your CV

Currently, we're asking for CV's to accompany application questions.

- If you're more junior, we suggest a CV of 1-2 pages and 2-3 for more senior roles.
- Clearly lay out your CV with the key bits of your experience and skills. Avoid lengthy narratives.
- Please also avoid including photos, your age, date of birth, your nationality or your marital status on your CV.

For advice on CV writing, see: <https://nationalcareers.service.gov.uk/careers-advice/cv-sections>

After applying

- You should receive a copy of your application from Applied and an email confirming your submission. If you haven't received it, please check your junk folder.
- We will contact all candidates no more than 2 weeks after the closing date to let you know if you've been selected for an interview or not.
- We're not able to give personalised feedback to all applicants, but if you're not successful Applied does give you some feedback on where you could improve.

Interviewing at Hubbub

- Interviews are a chance for us to learn more about your potential and for you to understand what it might be like to work at Hubbub.
- We usually have two interview rounds. We aim to have these both in person at our Central London office, but if you're not able to travel to us we will happily host these online and it won't count against you.
- If you're travelling from outside of Greater London, we will reimburse your travel and will let you know the process for this when inviting you for interview.
- We aim to share a summary of the topics that will come up in your interview, at least a few days before. This allows applicants some time to prepare and remove some of the uncertainty in a nerve-wracking process. You don't need to prepare any written responses to these questions, they're just there to give you an opportunity to think through your skills. Again, you can use [the STAR method](#) to think through some responses.
- We often include a task in the interview process. We will let you know at application stage if there is a task and where in the process this will be. We will always give you enough time to prepare the task.
- We have no dress-code at Hubbub, so no need to stress about interview clothes. Just wear something that you feel comfortable in, and that you feel best reflects you.
- The interview panel will include people of different levels of seniority, experience and background. They know that interviewing can be stressful and want you to do well. Your panel will always aim to make you feel comfortable and at ease in the interview and are not there to trip you up. It's natural to feel nervous but trying to treat the interview as a conversation can help you feel more relaxed.

- If at any point during the interview you need us to repeat a question or you need a few seconds to think about the answer, that's no problem. You're also more than welcome to bring notes.
- Use the interview as an opportunity to show us why you're the best person for the role. If there's something we haven't asked, but you want to share – please do that!
- The interview is also a great opportunity for you to get to know us and we're open to any questions you have, so do come prepared with some questions for us.

Some more interview tips are available here:

<https://nationalcareers.service.gov.uk/careers-advice/interview-advice>

Reasonable Adjustments

We want to make it as easy as possible for you to apply and to attend interviews. If you could benefit from any reasonable adjustments during the application process, just let us know. Examples of reasonable adjustments could be:

- Holding an interview in an accessible space to enable wheelchair access
- Dimming down the lights for someone with epilepsy
- Offering more time to answer questions
- Or anything else



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